

SEA CARD ACCOUNTABLE OFFICIAL (AO) TRAINING



DEFENSE ENERGY SUPPORT CENTER

OVERVIEW:

- SEA Card Description
- Authorized Purchases
- Use at DESC Contract Locations
- Use at Non-DESC Contract Locations
- Procedures for Use
- Ethics
- SEA Card AO Responsibilities
- Contacts







WHAT IS THE SEA CARD?

- "SEA" Card stands for <u>Ships' bunker Easy Acquisition</u> Card
- Used at commercial marine ports worldwide to pay for ships' propulsion fuel and ancillary charges such as demurrage and backhaul
- More than a "card" -- secure, web-based order, receipt, invoice system that provides a more efficient bunkers fuel procurement, and provides management reporting and auditability benefits
- 24/7 Real time order capability
- Current SEA Card contractor is Multi Service C (MSC) with BP Marine as their subcontractor



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WHAT CAN BE PURCHASED WITH THE SEA CARD?

- Centrally Paid by DESC
 - Bunker Fuel
- Billed to Vessel/Home Station
 - Backhaul; Demurrage; Overtime; any other charges incurred that are
 - not fuel





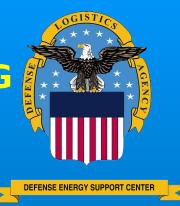


USE OF SEA CARD AT DESC BUNKER CONTRACT LOCATIONS

- Accepted at over 165 DESC Contract Port Locations
 Worldwide
- •Standard prices applied for DoD at all DESC bunker contract locations
- •When fully deployed, all DESC bunker contract locations will be required to the SEA Card Order Management System (SCOMS)
- DESC contract locations can be found at www or www.seacardsys.com







PROCEDURES FOR SEA CARD USE

- Vessel logs into SEA Card Order Management System (SCOMS)
- Vessel's Ordering Officer selects port location
- Vessel's Ordering Officer completes fuel order
- Email is automatically sent to merchant to accept fuel order
- •Fueling takes place; delivery receipt notice is signed by ordering officer





PROCEDURES FOR SEA CARD USE (cont'd)

- Merchant enters DRN information into SCOMS
- Accountable Official receives an email to log into SCOMS and confirms delivery information
 - Accountable Official responsible for ensuring that receipt documentation accurately reflects the supplies/services rendered
 - •Once receipt confirmed, order and receipt electronically "pinned" and sent for payment
- Ensure it is used only for authorized purchases





ETHICAL RULES FOR DEALING WITH MERCHANT PORT LOCATIONS

- Executive Order 12731, "Principals of Ethical Conduct for Government Officers and Employees" identifies standards of conduct expected of aircrew members
- SEA Card users are considered government procurement officials
- Ordering fuel and supplies commits Government to purchase those items
- Shall not accept gratuities
- DESC bunker contracts contain a Gratuities clause
- Contractor offering a gratuity in order to obtain favorable trunder a contract shall have the contract terminated and damassessed







ETHICAL RULES FOR DEALING WITH MERCHANT PORT LOCATIONS (cont'd)

- Government employees shall make no unauthorized promises or commitments
- Government employees shall avoid actions creating the appearance that they are violating the law or ethical standards in effect
- •SEA Card users are subject to applicable disciplinary actions for misuse of the web based ordering system
- Report any suspected fraud, waste, improprieties, or offers of gratuities to 1-800-2-TOPOFF, #3

US Government SEA Card
Ships' bunkers' Easy Acquisition

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General:

- Complete this SEA Card-specific AO Training (or equivalent Component-level training)
- •Be appointed in writing and must be Military or Government Civilian personnel. Contractors shall not be appointed as an AO.







Non-Fuel Purchases:

- Billed directly to unit, NOT DESC
- Review and approve charge in SCOMS
- Match charges to purchases annotated on Multi Service Corporation's Invoice







Non-Fuel Purchases (Cont'd):

- Fuel purchases will be reflected on bill, but no \$\$ for the fuel purchase will be reflected (because, as previously noted, DESC pays fuel charges)
- Your applicable DFAS payment office funds to MSC, or a check can be maile







Fuel Purchases:

- Billed directly to DESC
- •DESC reconciles, DFAS pays contractor at actual purchase price
- •DESC then MILSBILS acquiring unit at standard unit price (DoD & Coast Guiss Sings 1)







Fuel Purchases (cont'd):

- MILSBILS Responsibilities:
 - •Per DoD 4000.25-7-M (March 2004), C3.3.1- Billed offices shall review all changes to ensure that items billed were ordered and that obligations are adjusted when appropriate
 - Per DoD 7000.14 R (Financial Management Regulation), Volume 3, Chap 11, Section 110301 It is DoD policy that a disbursement be matched to corresponding detail-level obligation and be recorded as promptly as current systems and business practices reasonably permit





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Contacts

- Multi Service Corporation 24/7 SEA Card Support Team
 - •www.seacardsys.com Customer.support@seacardsys.com
 - •1-866-308-5475 collect +1913-451-2400 (International Inquiries)
- Service Component Managers
 - Navy David Raup, DoN Consolidated Program Management Office 717-605-3033
 - Army Charles Shipp, Army Petroleum Center, 703-767-0661 US Government SEA Card
 - Coast Guard Carol Taylor, CG Finance Center 757-366-65
- DESC SEA Card Program Manager, Ann Sielaty 703-767-0687 Ann.Sielaty@dla.mil or seacard@dla.mil
- Report any suspected fraud, waste or improprieties to 1-800-2-